

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

METHODS AND PROCEDURES ADVISOR II

Position Code: K5902

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs technical, research and advisory functions relative to the development, analysis, evaluation, revision and installation of new and improved standards, methods, procedures and techniques in one or more phases of the operation of the Office of the Secretary of State or private business; plans and develops original techniques for gathering and presenting data and for interpreting results.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs evaluation studies of field or office activities and performance; isolates and identifies operating problems through inspection of activities and analysis of reports and administrative statistics; prepares recommendations for improving courses of action.
2. Reviews and analyzes projected programs and plans to determine that appropriate attention is being given to functional areas of responsibility and that office objectives are being attained; studies the effectiveness of policies, methods, procedures, techniques and organizational methods.
3. Plans, develops, adapts, extends or revises programs, procedures and standards for expansion of services, or to correct program areas of weakness; confers with and assists line supervisors and administrators in installation; performs follow-up to correct problems and determine effectiveness.
4. Analyzes legislative revisions, administrative regulations and court decisions affecting specific agency operations; determines necessary changes in operating functions; devises methods and procedures required to effectuate changes; composes memoranda and develops forms, explanatory bulletins and interpretive releases for agency personnel and general public.
5. Performs budget planning functions; prepares budget justifications for initiation of new programs and new offices, including such factors as rental costs, materials, staffing, equipment, area development information, etc.
6. Conducts and participates in training programs of central and local office staffs; prepares training instructions within specialized areas; schedules formal training classes; assists line supervisors with on-the-job training in emergency situations.
7. Maintains working relationships with labor organizations, trade associations, colleges and universities, personnel groups, and business organizations; contacts representatives of organizations to explain, interpret and promote services available.
8. Participates in the performance of management consultative functions relative to private business organizations and governmental agencies.
9. Performs complex technical research relative to the conversion of existing agency functions and operations to electronic computer application; develops broad procedural guidelines for usage and adaption by programming staff.
10. Performs other duties as required or assigned.

METHODS AND PROCEDURES ADVISOR II (Continued)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in public administration, accounting, industrial relations, prelegal or personnel management.
Requires two years professional experience in public administration, business management or accounting.

Knowledge, Skills and Abilities

Requires extensive knowledge of management, principles and techniques, including organizational structures, staffing patterns and administrative controls.
Requires extensive knowledge of the types and application of a variety of modern office equipment and machines.
Requires working knowledge of agency programs, policies and objectives and methods, procedures and techniques utilized.
Requires working knowledge of pertinent state and federal laws, rules and regulations.
Requires ability to establish and maintain satisfactory public contacts and working relationships with agency officials and outside organization representatives.
Requires ability to exercise sound judgement in analyzing, appraising, evaluating and solving problems of a difficult procedural, organizational, administrative and technical nature.
Requires ability to exercise a high degree of initiative and resourcefulness in the development and completion of work projects.
Requires ability to organize facts and findings, and to present such information in clear and logical form, orally, or through written media such as briefs, memoranda, summarization's, research reports or regulations bulletins.
Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - October 11, 1977
Effective - October 16, 1977

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year